

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
OPTIONS CA101								
<ul style="list-style-type: none"> Notice to extend service from Services Management Specialist Community Based Resource Specialist 								
<ul style="list-style-type: none"> Written justification from Community Based Resource Specialist to Services Management Specialist 								
<ul style="list-style-type: none"> Services Management Specialist completed Contractor Performance Review 								
<ul style="list-style-type: none"> 3-in-1, with supporting documentation: D & F, justification, provider performance, pricing, reference to contract option clause to Bureau Chief of Contract Administration 								
<ul style="list-style-type: none"> Bureau Chief of Contract Administration approved 3-in-1 with supporting documentation: D & F, justification, provider performance, pricing, reference to contract option clause for pre-encumbrance or rejection to Services Management Specialist 								

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	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
OPTIONS CA101								
<ul style="list-style-type: none"> Approved 3-in-1 with supporting documentation from Services Management Specialist to Budget Office 								
<ul style="list-style-type: none"> Pre-encumbered 3-in-1 with supporting documentation: D & F, justification, provider performance, pricing, reference to contract option clause from Budget Office to OCP 								
<ul style="list-style-type: none"> OCP certified, pre-encumbered 3-in-1 with supporting documentation: D & F, justification, provider performance, pricing, reference to contract option clause returned from OCP to Budget Office 								
<ul style="list-style-type: none"> Encumbered 3-in-1 with supporting documentation: D & F, justification, provider performance, pricing, reference to contract option clause from Budget Office to OCP 								
<ul style="list-style-type: none"> Contract documents from OCP to provider for signature 								

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OPTIONS CA101								
• Signed contract documents from provider to OCP								
• Signed contract documents from OCP to Services Management Specialist and Accounts Payable								
• Signed contract documents from Services Management Specialist to Community Based Resource Specialist								